

**DIOCESE OF TRENTON**  
**FAITH IN OUR FUTURE**

**SAMPLE ANNUAL IMPLEMENTATION PLAN -- ACTION STEPS**

These examples can be used for either Collaboration or Linkages.

DATE: MAY 1, 2013

COHORT #: COUNTY \_\_\_\_\_

PARISHES IN THE COHORT: \_\_\_\_\_

Which Model are you working on?  Collaboration  Linkage  Merger

**BISHOP O'CONNELL'S MODEL DIRECTIVE:** St. Joseph and St. Mary will be Linked and form a Collaboration with St. Anne  
**GOAL 1:** Discover the best ways for us to operate as Linked Parishes

**ACTION PLAN**

Objective(s)	Action Steps	When? How Frequent?	Responsibility	Status *
A. Develop a realistic Mass Schedule	<ol style="list-style-type: none"> <li>1. Form a committee from both parishes to work with the pastor to consider options</li> <li>2. Seek the input from parishioners</li> <li>3. Present a new Mass schedule to be tried for at least 6 months and evaluated</li> </ol>	<ol style="list-style-type: none"> <li>a. July 2014</li> <li>b. August 2014</li> <li>c. October 2014</li> </ol>	Pastor, Pastoral Administrator and small representative committee from all three parishes	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
B. Form a common parish council	<ol style="list-style-type: none"> <li>1. Gather Councils together to explore the possibility</li> <li>2. Considering piloting a common council for a year</li> <li>3. Pilot beginning in January 2014, if approved by both councils</li> </ol>	<ol style="list-style-type: none"> <li>a. July 2014</li> <li>b. September 2014</li> <li>c. Evaluate September 2015</li> </ol>	Pastor, Pastoral Administrator and two current councils	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
C. Begin to examine the feasibility of common	<ol style="list-style-type: none"> <li>1. Contact current vendors to explore possibilities</li> <li>2. Seek out Best Practices from other cohorts</li> </ol>	<ol style="list-style-type: none"> <li>a. September 2014</li> <li>b. September – November 2014</li> </ol>	Representatives from finance committees of each parish	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol>

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purchasing	3. Invite St. Anne’s to be part of the project	c. September 2014		3.
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\* **On-going; Complete; Begun; No Action**

**BISHOP O’CONNELL’S COLLABORATION DIRECTIVE:** a. Work collaboratively on evangelization  
**GOAL 2:** Create evangelization processes to serve the needs of St. Ann, St. John and St. Mary

**ACTION PLAN**

Objectives	Action Steps	When? How Frequent?	Responsibility	Status*
A. Offer “Welcome Home” events	<ol style="list-style-type: none"> <li>1. Form a collaborative evangelization planning committee.</li> <li>2. Develop marketing materials for “Welcome Home”.</li> <li>3. Plan “Welcome Home” events.</li> <li>4. Interview potential participants at “Welcome Home” to critique the plan and make needed adjustments.</li> <li>5. Form a team of trained workshop presenters.</li> <li>6. Evaluate based on pre-established criteria and make needed course corrections.</li> </ol>	<ol style="list-style-type: none"> <li>a. Hold three events annually, beginning in September 2014.</li> <li>b. Provide follow-up to all participants.</li> </ol>	Evangelization Planning Committee	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>
B. Invite visitors and integrate new members into our parish.	<ol style="list-style-type: none"> <li>1. Have a family mentor new families; sit with them at Mass, etc.; introduce them to others.</li> <li>2. Recruit and train greeters (separate from ushers) to welcome people as they arrive.</li> <li>3. Form three parish Welcoming Committees to deliver welcoming baskets.</li> <li>4. Update the websites of the parishes.</li> <li>5. Encourage parishioners to invite un-churched friends and co-workers and inactive Catholics to parish events.</li> </ol>	<ol style="list-style-type: none"> <li>a. Ongoing.</li> <li>b. A minimum of twice per year.</li> <li>c. Annually by August.</li> <li>d. Ongoing</li> <li>e. Ongoing</li> </ol>		<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

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C. Enhance and facilitate relationships among parishioners from all three parishes.	1. Invite pastors to “exchange pulpits” 2. Host tri-parish social events.	a. Ongoing b. Bi-monthly.		1. 2.

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